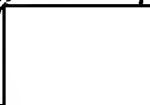


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| Date: <b>15/11/78</b>                        |   |

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR REPORTS AND ESTIMATES

FROM: DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Production Program

1. By the President's letter of 22 January 1946, the Director of Central Intelligence is directed to "accomplish the correlation and evaluation of intelligence relating to the national security, and the appropriate dissemination within the Government of the resulting strategic and national policy intelligence."

2. Strategic and national policy intelligence is interpreted by the Director of Central Intelligence as being one form of intelligence, i.e., that intelligence required to enable the Government to determine policies with respect to national planning and security in peace and war and the advancement of broad national policy. It is politico-military in scope, of common concern to the State, War and Navy Departments, must be objective, but transcends the exclusive competence of any one department. Its interdepartmental character is emphasized by the directive that the existing intelligence agencies of the departments shall continue to collect, correlate, evaluate, and disseminate departmental intelligence. ORE, in the preparation of strategic and national policy intelligence, will make full use of and give full weight to departmental intelligence.

3. In the development of strategic and national policy intelligence the Director of Central Intelligence is directed to make full use of the staff and facilities of the intelligence agencies of the NIA departments.

4. The dissemination of strategic and national policy intelligence is specified as being "to the President and the State, War and Navy Departments, and as appropriate to the State-War-Navy Coordinating Committee, the Joint Chiefs of Staff and other governmental departments which have functions related to the national security."

5. By NIA Directive No. 5, paragraph 2, the Director of Central Intelligence is additionally authorized "to undertake such research and analysis as may be necessary to determine what functions in the fields of national security intelligence are . . . . not being adequately performed."

6. Strategic and national policy intelligence, like departmental intelligence, is composed of several types, among which are current intelligence, staff intelligence, and basic intelligence.

7. The functions of the Office of Reports and Estimates specifies that the Assistant Director for Reports and Estimates will:

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- 2 -

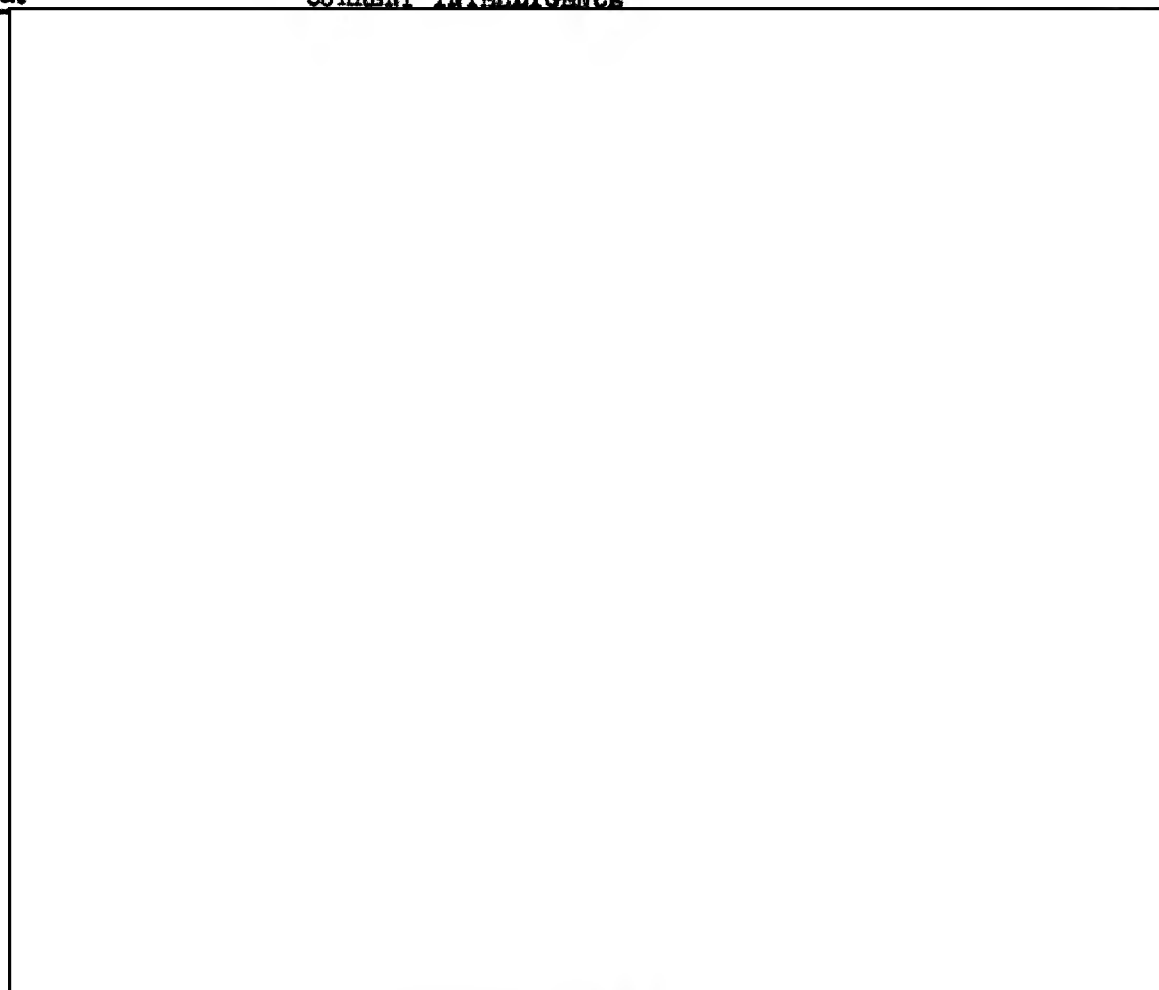
a. Be the exclusive research and analysis agency of the Director of Central Intelligence.

b. Receive, review, and evaluate all intelligence information received by OIG and produce the required intelligence.

c. Prepare required reports and estimates and evaluate significant trends.

8. In carrying out these functions, the Office of Reports and Estimates, under the direction of the Assistant Director, will produce the following:

a. CURRENT INTELLIGENCE



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b. STAFF INTELLIGENCE

(1) Special Reports

Special reports will be of the type, intelligence or informational, specified in the request. It is expected that

- 3 -

if the intelligence production program set forth below is competently carried out that the preparation of special reports requested by such high officials as the President and members of the NIA should place little burden on the facilities of ORE.

(2) Situation Reports

(a) Situation Reports will be prepared and maintained monthly on a current basis on ---

1. Each country
2. Each area represented by a Regional Branch
3. Each subject represented by a major subdivision of the Functional Branch
4. Each subject represented by a major subdivision of the Scientific Branch

(b) Overall estimates requiring the integration and composite evaluation of individual situation reports will be required by the Director of Central Intelligence from time to time. Such estimates will be prepared as Special Reports. See paragraph 8b (1).

(c) Initially two reports per month will be required of each branch of ORE. Within regional branches country reports will be given priority over area reports. Monthly production will be increased as rapidly as experience and personnel buildup will permit until all countries, areas, and functional subjects have been covered. The first reports will be completed and issued as of 1 March 1947.

(d) Completed reports will be revised monthly. If there has been no change in a situation sufficient to warrant the revision of a report, that fact will be noted monthly by the responsible official. When revised reports are issued, earlier reports with all copies will be withdrawn and all but one record copy destroyed.

(e) Such interim situation reports will be prepared as may be necessary to keep the information current on any situation.

- 4 -

(f) These situation reports will be prepared in such form as to insure their maximum usefulness at and below the IAB level for operating purposes. They will also be available for reference at the higher levels.

(g) ORE will submit for approval an outline and format for each type of situation report specified in (a) above, to reach ICAPS by 1 March 1947. After an outline has been approved, no revision is authorized without the concurrence of the Director of Central Intelligence.

9.

#### BASIC INTELLIGENCE

(1) ORE shall maintain such basic intelligence as may be most essential in the preparation of CIG special reports, periodic estimates, and other CIG evaluations.

(2) In anticipation of the allocation to CIG of the overall responsibility for coordinating the production and maintaining intelligence reference manuals (or national intelligence digests), ORE will immediately set up an internal working group of such size as may be necessary to insure the completion before 1 April of a pertinent outline of essential basic information. In this project full reference should be made to existing agency outlines, past and present,  outlines, and to such other foreign government outlines as may have fallen into the hands of this government.

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(3) Upon adoption of the interagency production program, the coordination of the production and maintenance and editing of the manuals or digests will become the responsibility of ORE.

9. ORE will submit a report to ICAPS by 1 March 1947 on the advisability of continuing the Weekly in its current form, consideration being given to the expanded program of estimates set forth above; or of converting it to an interpretive current history, at the confidential level, to serve as a reference series for agency officers at the lower operating levels.

10. In order to initially implement the above program on an overall basis—

a. All Branches of the Office of Reports and Estimates and essential subdivisions will be activated at once. Their organization will proceed as rapidly as available personnel and the speed of personnel procurement will permit.

b. In order to permit each to function to some extent, available personnel will be either reassigned or given dual responsibilities wherever necessary.

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- 5 -

c. Your personnel procurement requests to the Personnel Division will be carefully phased on a specified priority basis to insure an overall broad buildup of personnel to establish and increase operating efficiency in each of your branches concurrently. Such technical assistance as may be required by the Personnel Division in fulfilling your personnel needs will be provided by your office upon request.

cc: Asst. Director OOD

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